



General Information for Exhibitors

1. Venue: Exhibits for MACC 2006 will be set up in an Exhibition Hall adjacent to Rockwell Hall, Naval Amphibious Base Little Creek, Norfolk VA. In keeping with past practices, the exhibit hall will be separate from, but within walking distance of the presentation rooms. This close proximity of the exhibition area to the presentations has proven beneficial in previous years. We wish to continue this at MACC 2006. As MACC is intended to be an informal exchange between developers, operators, and vendors of marine military products, with opportunities to view static displays of products and in-water demonstrations, please dress accordingly.

Registration for exhibitors for MACC 2006 is \$1,750.00. This fee includes two (2) attendees and continues to defray the rental cost of a hurricane-proof structure and services provided within. Submitting registration for a booth only reserves the space; receipt of payment confirms that space for the vendor and guarantees the location of choice. Registration information can be obtained at <http://www.boats.dt.navy.mil/macc>.

2. Exhibit space:

- ❑ Approximately 156, 10'x10' spaces are available and will be assigned by the MACC staff as equitably as possible. Exhibitors are asked to occupy the space they are assigned.
- ❑ There will be pole and partitions, 8' high for the back wall, and 3' high separating each space. Electricity (110/120 VAC) will be provided to the rear of each exhibit booth along with one table with cover and skirt and two chairs. It is the responsibility of each vendor to provide extension cords to their displays. If you desire to not have a table and chairs in your booth(s), please let us know via the remarks section on the registration form. Each space will be labeled with the booth # for move-in only. Exhibitors are expected to provide their own signage.
- ❑ Again this year the exhibit hall will remain open the entire day (except during the morning key-note speaker) for conference attendees to visit and interact with vendors. We do invite you to consider maximum attendance at the seminars as it is intended that all conference attendees will find presentations of interest to them. Please keep your booth area clean, and ensure the booth is clean when you leave at the end of the conference.
- ❑ Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Literature, samples, or other promotional materials may only be handed out within the confines of the exhibitor's booth space.
- ❑ If you require light manual or mechanical assistance in moving or setting up the contents of your booth, please let us know at time of registration. This will provide us the opportunity to arrange for any special equipment and/or minimal labor. If significant labor is required to set up your display, please see the vendor package drayage information. Forklifts will be available with qualified drivers for those requiring this service. Availability is on a first come, first serve basis. Please work with us and be mindful that others are also waiting to off-load/on-load their products.
- ❑ Drayage handling will be contracted out again this year. Forms will be available for downloading on our web site, or e-mailed/faxed upon request.
- ❑ If outgoing FedEx shipments are required after the show, please let us know. One pick-up will be arranged for all vendors.

3. Conference Schedule

- ❑ Exhibitor move-in will occur on Monday, 5 June 2006 beginning at 0900. All exhibits must be set up by 1800 that day. The Exhibit Hall will be secured at that time until 0700 on 6 June 2006. Safety/Security issues do not allow parking by the Exhibit Hall for other than short unloading/loading periods. The Exhibit Hall will be open as follows during the MACC:

	For Exhibitors	For all Attendees
05 June 06	0900 to 1800	

06 June 06	0700 to 1800	0730 to 1730
07 June 06	0700 to 1800	0800 to 1730
08 June 06	0700 to 1800	0800 to 1600
09 June 06	0700 to 1000	

No exhibitors or attendees will be allowed into the Hall outside of these hours.

Move-out will begin at 1400 on Thursday, 8 June 2006 and must be completed by 1000 on Friday 9 June. We would appreciate no one move out prior to or extend beyond the stated times. This allows participants full advantage of all conference events and fulfills the terms of our contract.

4. General

- ❑ All information provided in this package will be available on the MACC website at <http://www.boats.dt.navy.mil/macc> . Please check the website often for changes or updates. Also, a list of exhibitors and their booth assignments will be posted.
- ❑ **Exhibitors:** please check-in and register on Monday, 5 June 2006, before you begin set-up.
- ❑ Please read the Terms and Conditions included in the vendor package or on our web site. Registration and payment of fees implies consent to these terms.
- ❑ Additional registration forms for your employees can be found on our web site.
- ❑ For further information regarding booths and static displays, please contact the Exhibits Coordinator at (757) 462-3212.